

Information to Help You

- Johnson County Health Department
Courthouse Annex
86 West Court Street
Franklin, Indiana 46131
(317) 736-3770
Commercial Kitchens, Pools
- Greenwood Fire Department
155 East Main Street
Greenwood, Indiana 46143
(317) 882-2599
Questions regarding Fire Codes
- White River Township Fire Department
850 South Mullinix Road
Greenwood, Indiana 46143
(317) 888-8337
Questions regarding Fire Codes



Department of Planning and Zoning
225 S Emerson Avenue, Ste. C
Greenwood, IN 46143
(317) 881-8698
(317) 887-5616 fax

Email: planning@greenwood.in.gov
Website: www.greenwood.in.gov

Building Inspections

Department of Planning and Zoning

Inspection Guidelines



City of
GREENWOOD
INDIANA

Inspection Guidelines

The issuance of a building permit gives the permit holder the right to proceed with a construction project. Construction is limited to the scope of the project delineated on an approved set of plans, a permit or both. At various stages of construction, inspection is required. The Planning Department is responsible for the inspection of buildings and/or structures constructed under the authority of the building code. This includes all system and components pertaining to electrical, plumbing, mechanical, fire alarm and fire protection work. All work must be inspected prior to concealment. What is required to be inspected, when an item is required to be inspected and the timeliness of an inspection are dependent on the project.

Inspection Response Time

Inspection requests can be made by calling (317) 881-8698 between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. All inspection requests received during those hours will be responded to the next business day. To schedule an inspection, you need to provide the following information: permit number, the site address, inspection type, date you wish to receive the inspection and your name and phone number.

Concrete Pours

Similar to other inspections, a 24-hour notice is required for these types of inspections; however, the response time is different. When the staff receives your requests for these types of inspections, please tell them

when you wish the inspection to take place. The assigned inspector will make every effort to respond between 15 minutes prior to and up to 60 minutes after the scheduled time. Generally, the inspectors arrive at the given time. If a time is not important, please do not specify one.

Scheduling of Appointments

The general policy is that no appointments are to be made. However, we do realize that there are occasions when an appointment is beneficial to all parties involved. An inspection request for the testing of a fire alarm or a request for rough-ins and finals on commercial properties are examples of when an appointment may be appropriate. The person in the Planning Department handling your call will be able to assist you in this matter.

Responding to Inspection Requests

The Building Inspectors sort their work at the beginning of each day according to travel time, appointment times and the complexity of the job. When the inspector arrives at the job site, make sure that the site is clearly identified by an address, the permit is posted in plain view, the site is readily accessible, the work is ready to be inspected and city approved plans are on site. Failure to provide for these items could result in the inspection not being made. At the conclusion of the inspection, the inspector will sign off on the permit card or, in the case of footings and under-slab plumbing inspections, leave a paint mark to indicate that the inspection has

passed. Should your inspection fail, the inspector will call to let you know of the violations or deficiencies that need correction as soon as he returns to the office.

Inspection of Fire Related Issues

The Planning Department works closely with the Greenwood Fire Department and the White River Township Fire Department to ensure compliance with local fire protection ordinances. There is no need to contact the Greenwood or White River Fire Departments to schedule an inspection. The Planning Department coordinates inspection activity with fire department personnel.

Final Inspection

When the building or structure is complete, it is necessary to call for a final inspection. What the final inspection entails is dependent on the scope of the project. In many instances, a number of tests need to be performed in conjunction with a general walk through of the building. Generally, there is no set order in which tests are to be conducted.

Certificates of Occupancy

No building or structure is to be used or occupied unless a Certificate of Occupancy has been issued. In order to avoid any confusion or misunderstanding, please speak with your inspector about this issue several weeks prior to the proposed occupancy date.